

OFFICE OF COURT ADMINISTRATION

FY17 PROCUREMENT PLAN



Instructions:

Please complete the information below and submit it with the requested attachments to amy.comeaux@cpa.texas.gov by January 31, 2017.

General Information

Agency Name: Office of Court Administration

Agency Number: 212

Procurement Director Contact Information

Name & Title: Jennifer Henry, Chief Financial Officer

Phone No.: 512/463-8872

E-mail: jennifer.henry@txcourts.gov

Purchasing Capacity Assessment

Dollar value of agency delegated purchases for FY16: \$25,026,055.74

Number of purchasing FTEs: 5

Automated purchasing tools used by the agency: CAPPS Financials

Please attach the following:

- Copy of agency's purchasing and contract management procedures which include protest procedures developed by the agency.
 - These guides are submitted separately and published online as separate documents:
 - Purchasing and Contract Management Guide, and
 - Protest Procedures.
- Credit card procedures regarding the issuance and security of payment cards and the use of those cards by the agency's employees.
 - This guide is submitted separately but not published online.
- Attach or provide links to any SAO audits of purchasing and contract management functions for FY15-FY16.
 - OCA does not have any SAO audits for the FY15-FY16 period to report.
- Attach or provide links to any Comptroller post payment or procurement audits for FY15-FY16.
 - OCA does not have any CPA audits for the FY15-FY16 period to report.

Certified Procurement Professionals

Number of certified purchasing FTEs: 3

Number of certified contract management FTEs: 0

Please attach the following:

- Name, title and certification number for each purchasing FTE
- Name, title and certification number for each contract management FTE

Delegated Purchasing Assessment

Please list the names of personnel with delegated signature authority for proprietary justifications:

- David Slayton, Administrative Director

*Please complete the table below with the requested information on your agency's five delegated purchases anticipated to have the highest **expenditure** for FY17.*

Delegated Purchase	Anticipated Value for FY17	Previous FY Value for same/similar purchase:	Name of current vendor:	Has the agency looked for the item on CPA or DIR contract? (Y/N)
Electronic Filing	\$19,426,515	\$24,609,608	Tyler Technologies	Y
CARD System Replacement	\$950,000	\$0.00	CSSI the Support Group Inc. dba Buchanan Associates	Y
Versa Replacement	\$398,000	\$0.00	Aithent, Inc.	Y
Child Protection Courts Assigned Judges	\$218,400	\$218,400	Texas Comptroller of Public Accounts	N
Caprock Regional Public Defender Office (CRPDO)	\$200,000	\$200,000	Texas Tech	N